

REQUEST TO ACCEPT ENCUMBRANCE  
(Mortgages and Deeds of Trust Only)

The Right of Way Manual, Section 8-3.6, sets forth the minimum standard for assuming the risk of acquiring encumbered property without the formality of obtaining a Partial Release of Mortgage, Partial Reconveyance of Trust Deed, or Partial Releases of Other Monetary Liens.

Negotiators and Supervisors are advised that certain information is required, IN ADDITION to the minimum standard set forth above, to determine and advisability of approving acquisitions without a Partial Release of Partial Reconveyance.

Final approval or rejection of any request to dispense with a Partial Release or Partial Reconveyance is at the discretion of the Region Real Estate Services Manger (RESM).

Negotiators and Supervisors are further advised that if condemnation is contemplated, the lender MUST EXECUTE any Possession and Use Agreement or releases and distribution of funds must be agreed to by owner and the lender.

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TO:

\_\_\_\_\_  
Real Estate Services Manager

FROM:

\_\_\_\_\_ Negotiator  
\_\_\_\_\_ Supervisor

RE:

Parcel Number: \_\_\_\_\_  
SR: \_\_\_\_\_  
Owners Name: \_\_\_\_\_

It is requested that the acquisition of the above referenced parcel be accepted subject to the mortgage or deed of trust shown below. In support of this request, the following is submitted:

1. A copy of the title report including a complete and legible copy of the mortgage or deed of trust.
2. A copy of each "Determination of Value" or Administrative Offer Summary. If not otherwise shown, assessed value of subject property is \_\_\_\_\_ land, \_\_\_\_\_ improvements, \_\_\_\_\_.
3. Our highest offer to purchase subject parcel is in the amount of \$\_\_\_\_\_.
4. Present owners have owned or been in possession of subject property since. \_\_\_\_\_

- The above request is:
- ( ) Approved \_\_\_\_\_  
RESM Date
- ( ) Rejected \_\_\_\_\_  
RESM Date

The above request is:           ( )     Approved \_\_\_\_\_  
R.A. (or delegate)       Date

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